



Focal Point Charter

Improving safety and effecting change through collaboration

Purpose

Act as the main conduit between the Step Change in Safety (SCiS) Support Team, your organisation and its employees.

Function

To provide timely updates on SCiS initiatives and resources to the appropriate people within the member company and supply feedback to the SCiS support team.

Objective

To assist in increasing awareness, understanding and uptake in Step Change in Safety resources within their employing company while also providing a means for collecting feedback to assist in the development of future programs and resources.

Period of Assignment

Focal Points are expected to serve in their role for a minimum period of 2 years and must provide written notice to the support team if they intend to stand down, while also ensuring that a meaningful handover, including a session with the Step Change in Safety support team coordinator is provided to the newly appointed Focal Point.

Scope of Interaction

EXTERNAL

- Onboarding session with the SCiS support team
- Engage and collaborate with members of the support team and fellow Focal Points
- Participation in the Focal Point Network TEAMS site
- Attend all scheduled Focal Point meetings
- Respond in a timely manner to the support teams requests for assistance and feedback

INTERNAL

- Provide meaningful and structured updates to their employing company management team
- Provide quarterly updates on the Step Change in Safety agenda/resources to the appropriate people within their company
- Encourage fellow employees to register their interest via the SCiS website (30% of company head count)
- Establish and maintain a Step Change in Safety notice board (virtual and / or physical)